

FY 2007

Library Services & Technology Act

Grant Program Handbook



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Library of Michigan

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The Library of Michigan is part of the Department of History, Arts and Libraries, whose mission is to enrich quality of life for Michigan residents by providing access to information, preserving and promoting Michigan's heritage, and fostering cultural creativity. The department also includes the Mackinac Island State Park Commission, the Michigan Council for Arts and Cultural Affairs, the Michigan Film Office, and the Michigan Historical Center.

FY 2007 Library Services and Technology Act Grant Program Handbook

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Dear Colleagues:

I am pleased to announce the Library of Michigan is resuming the LSTA subgrant program for the fiscal year 2007. The application is available at the end of this handbook and at <http://www.michigan.gov/lsta>.

The LSTA service goals for Michigan are part of the Library of Michigan's *LSTA Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007*:

Goal I: Provide all Michigan residents statewide access to the widest possible range of information, library resources and services to advance and enhance their lives as workers, students, citizens, family members and lifelong learners;

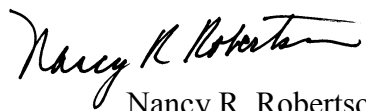
Goal II: Increase equity of information access and library service by providing special assistance to areas of the state where library services are inadequate (underserved rural and urban communities), and to libraries that are working to provide service to persons having difficulty using a library;

Goal III: Foster innovation and technical improvements in information services by funding leading edge projects in libraries that meet and anticipate constantly changing needs for library services and information needs of Michigan's residents.

With ongoing technical and cultural change, libraries can remain a focal point of their communities. The service-related goals in the five-year plan help develop new partnerships and programming to build communities and enhance the lives of Michigan residents.

We are pleased to be able implement these goals through support of statewide projects, including the expansion of the Michigan eLibrary (MeL) and the continuing implementation of MeLCat. The five-year plan goals have also guided the development of the two funding areas for the FY 2007 competitive subgrant program. In the first funding area, *Collaboration and Partnership*, we are looking for new and creative projects that address community needs by working with partner organizations. In the second funding area, *Engaging Youth*, we are looking for youth-oriented projects that reach out to young people to improve their success in school and life within the local community. LSTA funds are seed money to encourage the development of innovative programs that fulfill the federal and state LSTA goals by meeting the needs of local communities.

We invite you to take advantage of this funding opportunity for projects that will benefit your community through improved library services and innovative new programs.



Nancy R. Robertson
State Librarian
Library of Michigan

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I. OVERVIEW

This grant program was developed by the Library of Michigan to distribute federal library funding received under the Museum and Library Services Act of 2003, which also incorporates Library Services and Technology Act (LSTA) of 1996. Through the legislation, the Institute of Museum and Library Services, an independent federal agency, provides grants to state library administrative agencies. The Institute of Museum and Library Services (IMLS) was established by an act of Congress in 1996 to improve and support library, museum, and information services. These grants may be used to support statewide initiatives and service, or they may be distributed through competitive grant programs.

The Library Services and Technology Act outlines two broad priorities for funding. They are:

- to encourage activities that use technology for information sharing among libraries and between libraries and other community services;
- to support programs that make library resources more accessible to urban and rural localities, low-income residents, and others who have difficulty using library services.

See *Appendix C* for excerpts of the legislation.

Each state must have a five-year plan outlining its LSTA program. Michigan's plan reflects support of the federal goals for improving library services. Specific state goals have been identified in the ***Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007***, published by the Library of Michigan and available at <http://www.michigan.gov/lsta>. *The Five-Year Plan for Michigan* is a living document that employs continuous assessment by emphasizing annual funding areas. These funding areas reflect a commitment to both the long-range goals articulated in the five-year plan and to annual LSTA programmatic and service goals.

For FY 2007, LSTA funds will be used in support of statewide projects, with a portion allotted to competitive grant projects. Funding areas for the FY 2007 competitive grants are explained on pages 8 and 9.

Please note: The competitive grant application is the final section of this handbook.

II. ELIGIBILITY AND APPLICATION GUIDELINES

Eligibility

Who may apply?

According to the Library Services and Technology Act, (20 USC Sec. 9101-9176, Ch. 72 Museum and Library Services), Subch. II, Sec. 9122, the term 'library' includes:

1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
 - a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - b. is not an integral part of an institution of higher education; and
5. a private library, or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for purposes of this subchapter.

For purposes of LSTA, the State Library has discretion with regard to the eligibility of applicants.

In order to be eligible, a library must:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services;
5. have a record of multitype library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan; and,
6. if a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.

In addition, library cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISDs), may apply on behalf of their members for a centrally administered project that will benefit multiple library locations. A library system with multiple branches or a school district with more than one school library media center may choose to apply on behalf of an individual branch, selected branches, or the system as a whole. Non-profit associations or organizations that are committed primarily to resource sharing and/or the advancement of statewide or regional library services also are eligible to apply for grant funds. Charter school libraries are eligible within the public school category, if the charter school has been approved by the state of Michigan.

Application Due Date:

Applications for competitive grants **must be received at the Library of Michigan by 5:00 P.M., January 31, 2007.**

Application Guidelines

A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials or staff, or to support ongoing activities.

B. Each proposal must clearly designate a single funding area; however, a library may apply in more than one funding area and may submit more than one application within a given funding area.

C. The total amount requested must meet or exceed the minimum grant award amount established for the funding area.

D. The intention of the LSTA program is to provide expanded services and resources to the residents of Michigan. Therefore, it is important that libraries share the products of their projects on a widespread basis.

E. Collaboration among libraries and with agencies that benefit individuals in the community is strongly encouraged. In writing the grant proposal, a single eligible applicant library and a grant administrator from the applicant library must be clearly designated.

F. In general, LSTA competitive grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project.

G. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

H. Locations for all LSTA-funded items must be clearly specified in the application.

I. Each grant proposal submission must:

1. include one paper original, six paper copies, and one electronic copy;
2. be submitted as single-sided documents;
3. have consecutive page numbers; and
4. be submitted in font size not less than 12 point.

J. All proposals (copies and originals) become the property of the Library of Michigan and will not be returned.

K. The applicant library must notify the Library of Michigan in writing if changes are made in key personnel, which are the grant administrator, fiscal agent and authorized official.

L. Successful applicants will be responsible for completing the grant activities within the approved time period and submitting the required forms in a timely fashion.

III. COMPETITIVE GRANT FUNDING AREAS

A. Funding Area:	Collaboration and Partnership
Minimum Grant Award:	\$5,000
Required Local Cash Match:	20 percent

(Grant awards will be reimbursed at 80 percent of the Total Project Cash Cost to ensure that matching funds will pay the balance of the project cost. For example, if the Total Project Cash Cost equals \$20,000, the Cash Match must be \$4,000, and the LSTA Funds Requested would be \$16,000.)

This funding area is intended to assist Michigan libraries in pioneering innovative services with collaborative partners and in sharing the knowledge learned from partnerships with other libraries or community groups. Grants may be awarded to meet the increased demand for information and library services through new programs or technologies. Grants may also be awarded to improve services to target populations, such as people from diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; and individuals with limited functional literacy, limited English proficiency or limited information literacy skills.

The goals of this funding area are to foster partnerships among various types of libraries and/or non-library agencies and to improve services through information and resource sharing. Grant applications must include a partnership that consists of at least one LSTA-eligible library and one or more academic, public, school, special or institutional library or non-library agency.

Examples of possible projects include:

- Community technology training programs
- Community literacy programs
- Digitization projects that build on existing partnerships or initiatives and can be made available statewide via MeL
- Programs or services that enhance library and museum partnerships to improve cultural tourism
- Development of library services for and outreach to small, local businesses and to the economic development community
- Development of library programming and resources in partnership with institutions that provide services to underserved populations
- Programs that provide a means to enhance lifelong learning and to encourage English proficiency among adults who speak a language other than English
- Programs to provide job and career counseling and resources, resume preparation, and other employment related services to unemployed and underemployed persons, including persons who are/were incarcerated
- Technology projects that improve library services on a regional basis

Requests to fund general library operations, such as collection development or equipment replacement, will not be granted. The required Local Cash Match must be in cash from any source other than LSTA. In-kind contributions do not qualify as a Cash Match.

B. Funding Area:	Engaging Youth
Minimum Grant Award:	\$5,000
Required Local Cash Match:	20 percent

(Grant awards will be reimbursed at 80 percent of the Total Project Cash Cost to ensure that matching funds will pay the balance of the project cost. For example, if the Total Project Cash Cost equals \$20,000, the Cash Match must be \$4,000, and the LSTA Funds Requested would be \$16,000.)

This funding area is intended to assist Michigan libraries in helping youth to succeed in school and life by improving opportunities for them to learn and belong within the community. The goal of this funding area is to strengthen families and communities children grow up in and to connect young people to information and ideas and stimulate learning for life. Grants that involve family, schools and community partners will be viewed favorably.

Examples of possible youth oriented projects include:

- After-school programs
- Family literacy programs
- Community intergenerational programs, including tutoring or mentoring programs
- Information literacy skills programs
- Global and cultural awareness programs
- Programs connecting the local community with history, arts and culture

Requests to fund general library operations, such as collection development or equipment replacement, will not be granted. The required Local Cash Match must be in cash from any source other than LSTA. In-kind contributions do not qualify as a Cash Match.

IV. APPLICATION REVIEW AND AWARD PROCESS

A. Application Review

The project overview, purpose and need from each proposal will be read and evaluated for overall impact by the LSTA Advisory Council. Each grant application also will be reviewed in its entirety by a peer review team selected by the state librarian. The peer review teams and advisory council will use their respective *Grant Application Review Score Sheets* (*Appendix E*) to evaluate each application. The state librarian will make all final decisions on grant awards.

B. Award Process

Award Letter: The State Librarian will send a letter to announce the award of an LSTA grant. This announcement will contain a contingency that awards are not certain until after the approval of the federal budget. Project spending must not occur until after contract execution.

Legislators: Legislators will be notified in writing of grant awards to libraries located in their districts.

Grant Administration Workshops: Each grant recipient **will be required** to attend a grant administration workshop. The workshop will provide project management information for effective LSTA grant administration. The grant administrator must attend the workshop to maintain grant eligibility. Library directors, fiscal agents or others involved in the project also are welcome to attend.

Handbook: An *LSTA Grant Administration Handbook* will be distributed to each grant recipient at the grant administration workshop. The handbook will provide important information and guidelines for implementing a successful grant program, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention.

Grant Contract: The Library of Michigan will prepare and execute a contract with each grantee and fiscal agency. The grant contract will identify the award period in which all expenditures and obligations must be incurred. Expenditures or contractual obligations incurred outside of the award period will **not be** eligible for reimbursement under the LSTA program.

**Library of Michigan
FY 2007 LSTA Grant Program Handbook
Appendices**

APPENDIX A

Contact Information

All documents and certificates should be mailed to:

Library of Michigan
Attention: LSTA Team
702 W. Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507

Karren Reish, Library Grants Coordinator	517-241-0021	kreish@michigan.gov
Sheryl Mase, Statewide Services Director	517-373-4331	smase@michigan.gov
Kyle Kay Ripley, Grants Analyst	517-373-1303	kripley@michigan.gov
Janet Laverty, Director of Business Services	517-373-1550	jlaverty@michigan.gov

These individuals may also be reached by fax at: 517-373-5700

Electronic copies should be e-mailed to kreish@michigan.gov and kripley@michigan.gov. If you have difficulty sending the documents via e-mail, please contact Karren Reish or Kyle Ripley.

LSTA Listserv

The Library of Michigan hosts an LSTA listserv. Individuals may subscribe to the listserv by visiting <http://lists.dhal.org/mailman/listinfo/lsta>

The LSTA list provides a forum to discuss issues related to the implementation of the Library Services and Technology Act, including questions from applicants about the competitive grant program and comments on the *Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2002 - September 30, 2007* and future plans. In addition to the discussion generated by its subscribers, this list will include funding announcements and Library of Michigan postings to clarify issues relating to the grant program.

APPENDIX B

Glossary

Authorized Official: The person who is authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Board Chairperson: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the authorized official is the highest-level official who can authorize the library's participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Cash Match: The amount of money that the grant recipient puts toward the project costs. For the purposes of this grant, cash match refers to the amount of money the grant recipients are required to contribute. For both FY 2007 funding areas, Cash Match is 20% of amount the Total Project Cash Cost.

CIPA: The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet. See *Appendix D* for further information.

Collaboration: Partnering with libraries, community organizations or other relevant agencies on the proposed project. All partners actively work together, expend effort and make substantial contributions toward the success of the project. Letters of support are not considered evidence of collaborative effort unless the authors of the letters are involved in the planning, funding, and/or implementation of project activities.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, which is issued by the state of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agency's Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project. The grant administrator and fiscal agent may be the same individual.

Goals: What the project is designed to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project application, required forms during the project and the final narrative report at the project's completion. The grant administrator may be the library director or any other staff member assigned to undertake the responsibilities of managing the project. The grant administrator and fiscal agent may be the same individual.

Grant Contract: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the contract. The grant administrator, the fiscal agent, and the state librarian (who is the state administrator of LSTA programs) must sign the grant contract.

Grant Period: The period specified in the contract document.

In-kind Contributions: The equivalent monetary value of goods or services provided by the grant recipient and its partners toward the project.

Intermediate School District (ISD): An ISD supports students and constituents in a service area by providing services that range from administrative functions to extensive partnerships for education and learning. ISDs interact and cooperate with other ISDs, the Michigan Department of Education, local school districts, institutes of higher education, and other public and private sector agencies and organizations to assure programs and services are delivered effectively and efficiently.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid funding. Membership in a cooperative is voluntary, and must be done through resolutions by the governing boards of the public library and the cooperative. Cooperatives may provide a variety of services to meet the needs of member libraries. Core services vary, but frequently they include interlibrary loan and continuing education. A list of cooperatives is available on the Library of Michigan Web site at http://www.michigan.gov/hal/0,1607,7-160-18835_18891---,00.html.

Multitype Cooperation: Networking and collaborative partnerships among all types of libraries and local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals are.

Outcome Based Evaluation (OBE): An evaluation process that provides information about the degree to which a project has met its goals to create benefits for individuals in the form of

skills, knowledge, behavior, attitude, status, or life condition. See <http://www.ims.gov/applicants/obe.shtm> for examples and further clarification. OBE evaluation may require pre- and post-testing to show outcomes.

Partners: External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons. Partners actively work together, expend effort and make substantial contributions toward the success of the project by being involved in the planning, funding, and/or implementation of project activities.

Performance Categories: Established for IMLS' strategic plan, the performance categories describe strategic areas on which IMLS grant funds, including LSTA grants, are focused.

Persons Served: The number of persons who use or benefit **directly** from the services provided by the project. The number does not reflect the total population of the service area.

Project Outcome(s): Change(s) in the target audience's skills, knowledge, behavior, attitude, status or life condition from the experience of the project. Project outcomes ask the question, "What were the results?" One example may include, "75, or 32% of the parents and caregivers who participated in the 'Mommy and Me' literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10 percent of parents and caregivers did so." Note the need for pre- and post-tests to determine outcomes.

Project Outputs: Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

Project Purpose: Answers the questions: what we do, for whom, to what end (i.e. for what expected outcome or benefit).

Region of Cooperation (ROC): A multitype organization of libraries based on one or more of the public library cooperatives. These regions were formed in 1980 to provide a structure for all libraries to cooperate in sharing resources.

Regional Educational Media Center (REMC): REMCs are operated by intermediate school districts and approved by the State Board of Education. They provide services to local school districts. The services may include materials lending; duplication services; professional and leadership training services; central purchasing of materials or equipment related to media center activities; and other production services to teachers.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Service Descriptors: Established for IMLS' strategic plan, the service descriptors describe specific focus groups and activities on which IMLS grant funds, including LSTA grants, are focused. Example information is provided in *Appendix D*.

Statewide: Refers to programs or projects that have the entire state's population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, smaller target population.

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be the increase in participation of early reading programs by 20 percent. Another example may be to improve the reading levels of literacy program participants by 2 grade levels.

Total Project Cash Cost: The total project cash cost is the total of the LSTA funds requested and the local cash match. It does not include in-kind donations such as equipment, supplies or staff time.

Total Project Cost: The total project cost is intended to show the total value of the project. It is the total of the LSTA funds requested, the local cash match and in-kind donations such as equipment, supplies or staff time.

APPENDIX C

Museum and Library Services Act of 2003 (Public Law 108-81) Excerpts

20 USC Chapter 72, Subchapter II – Library Services and Technology

Sec. 9121. Purpose

It is the purpose of this subchapter -

- (1) to consolidate Federal library service programs;
- (2) to promote improvement in library services in all types of libraries in order to better serve the people of the United States;
- (3) to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and
- (4) to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.

Sec. 9141. Grants to States

(a) In general - Of the funds provided to a State library administrative agency under section 9123 of this title, such agency shall expend, either directly or through subgrants or cooperative agreements, at least 96 percent of such funds for -

- (1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- (2) developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- (3) providing electronic and other linkages among and between all types of libraries;
- (4) developing public and private partnerships with other agencies and community-based organizations;
- (5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills; and
- (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

APPENDIX D

The Children's Internet Protection Act

Excerpts from IMLS statement

“COMPLYING WITH THE CHILDREN’S INTERNET PROTECTION ACT WITH PROGRAM YEAR 2006 FUNDS”

I. INTRODUCTION

1. The Institute of Museum and Library Services establishes these guidelines to ensure that the agency's implementation of the Children's Internet Protection Act (CIPA) complies with the recent decision of the United States Supreme Court. Under CIPA, State Library Administrative Agencies (SLAA) must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries, that do not receive E-rate discounts, to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures, e.g., software filtering technology, in place. State Library Administrative Agencies must collect certifications from libraries subject to CIPA that apply to the States for Library Services and Technology Act (LSTA) funding. Libraries that receive services at discount rates under section 254(h)(6) of the Communications Act of 1934 certify compliance under the E-Rate program and do not have to provide an additional certification under IMLS's Library State Grants program.

Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain Program Year 2006 funding, and are not eligible to receive a waiver.

III. IMPLEMENTATION

11. To assist the State Library Administrative Agencies with implementing CIPA's requirement of collecting certifications from public libraries and public elementary and secondary school libraries subject to the law, IMLS has prepared the attached technical assistance and sample certifications. Applicant libraries are required to provide CIPA certifications to the SLAA. A consortium or group applicant affected by the law must (1) collect and maintain on file a certification from each of the group's constituent libraries to which CIPA's conditions apply, and (2) provide a certification on behalf of the group to the SLAA.

APPENDIX E

Grant Application Review Score Sheets

LSTA Advisory Council Score Sheet:

(LSTA Advisory Council will review only the project overview, purpose and need.)

1. Does the project meet the goals of LSTA and the LSTA
Five-Year Plan for Michigan? 4 points _____
2. Does the project have appropriate and active partners? 2 points _____
3. Are the project goals well described and sound? 2 points _____
4. Is the target population's need for this project:
 well described? 1 point _____
 compelling? 1 point _____

Peer Review Team Score Sheet:

1. Project Overview and Purpose (9 points total)

Does the proposal name and explain local resources that will be used
to assist with the project (for example, funding, outreach, technical
support, or cash matches)? 1 points _____
Are the project goals well described and sound? 2 points _____
Does the project have appropriate and active partners? 2 points _____
Does the project meet the goals of LSTA and the LSTA
Five-Year Plan for Michigan? 4 points _____
2. Project Need (8 points total)

Is the target population's need for the project well described? 1 points _____
Is the target population's need for the project compelling? 3 points _____
Is the project need supported with statistical and demographic data? 2 points _____
Is the current service level described clearly? 1 point _____
Is the impact of the project **not** being funded clear? 1 point _____
3. Project Methods and Activities (4 points total)

Does the proposal list methods and activities appropriate to achieve
project goals? 2 points _____
Does the proposal clearly articulate the involvement of project partners? 2 points _____
4. Timeline (3 points total)

Does the timeline include all necessary elements of the project? 1 point _____

Are the dates appropriate in relation to the overall project timeline? 1 point _____
Are activities given adequate time frames for completion? 1 point _____

5. Project Outcomes and Objectives (6 points total)

Are project outcomes and objectives clearly defined? 3 points _____
Do project outcomes and objectives clearly relate to the identified needs? 3 points _____

6. Evaluation Plan (6 points total)

Does the evaluation plan describe how data will be collected,
including pre-tests if appropriate? 1 point _____
Are target benchmarks identified? 1 point _____
Are the target benchmarks valid and reasonable indicators of success? 1 point _____
Is there a clear plan to share and use the evaluation results? 1 point _____
Are the evaluation methods appropriate to the project? 2 points _____

7. Promotion and Outreach (4 points total)

Does the proposal provide a good plan to make the target
population aware of the improved library service? 3 points _____
Is there a plan to share results with the library community? 1 point _____

8. Sustainability (4 points total)

Does the proposal describe a realistic and clear plan to
continue the project beyond the grant period? 2 points _____
Are there clearly described plans for using the project evaluation
in support of future funding? 2 points _____

9. Budget (6 points total)

Does the budget provide support for each project objective? 3 points _____
Is the budget adequate and reasonable to support the project? 3 points _____

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**APPLICATION
INSTRUCTIONS**

STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION

A. Project Information: Complete this section in its entirety. Select a single Funding Area designation, include a Project Title, and project costs. The Total Project Cost should equal the value of LSTA Funds Requested, plus Cash Match and In-Kind funds. Projects are required to have a cash match totaling 20 percent of the Total Project Cash Cost. For example, if the Total Project Cash Cost equals \$20,000, the Cash Match must be \$4,000, and the LSTA Funds Requested would be \$16,000.

B. Applicant Information: Complete this section in its entirety. Include the following basic information: applicant library name; type of library (cooperatives, library associations, and organizations typically should check multitype); URL; library director's name and e-mail; the library's main phone and fax numbers; library address; U.S. Congressional and Michigan Senate and House districts; eligibility checklist; and estimated number of persons to be served by the project. Number served should reflect the number of persons who actually use the services under the project or who will benefit directly from the project services, rather than the library's service population.

C. Project Administration: Complete this section in its entirety. Include year-end and contact information for the fiscal agency, fiscal agent, grant administrator, and authorized official. See *Glossary, Appendix B* for definition of terms.

D. Project Partners: Complete this section in its entirety. List all external departments, agencies, or organizations actively collaborating in and contributing to the project. Organizations providing letters of support do not qualify as partners unless they are actively participating in the project by providing staff time or funding.

E. Project Proposal: This section is the complete description of all components of the project. Use the headings provided in the order listed. Use no more than 10 pages for this section.

1. **Project Overview:** Briefly outline the project, including the local resources that will be used, such as funding, outreach, or technical support. Describe the collaborative nature of the proposed project and the contributions of each project partner.
2. **Project Purpose(s):** Describe the project goals in detail. Explain how these goals meet the goals of the Library Services and Technology Act in *Appendix C* and the Library of Michigan *LSTA Five-Year Plan for Michigan* goals on page 3.
3. **Target Population's Need for Project:** Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. If the project is technology-related, include a description of the current technology, the technology-related needs and the long-term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.

4. **Project Methods and Activities:** List all project activities and the methods to be used in accomplishing them. Include all activities by project partners such as external departments, agencies, or organizations. Letters of support do not necessarily equate active partnership. Partners must actively collaborate in and contribute to the project.
5. **Timeline for Completion of Project:** Include a step-by-step chronological list of all project activities, e.g. “May 2008 – Complete evaluation pre-testing.” Include evaluation activities in the timeline as well as partner activities.
6. **Project Objectives and Outcomes:** Describe the objectives and outcomes of the project and clearly relate them to the identified needs. These objectives also will be listed with their associated activities and budgets in section K of the application.
7. **Evaluation Plan:** Project evaluation is a required activity, critical to assessing the impact of a project. The Institute of Museum and Library Services utilizes Outcome Based Evaluation (OBE), and the use of OBE is strongly encouraged. See *Glossary, Appendix B* for further definitions. Be aware that OBE evaluation may require pre- and post-testing. Please explain why if OBE is not the evaluation method selected. Indicate how the project will be evaluated and the project’s method of evaluation.

The evaluation plan must include:

1. a description of what is to be measured;
 2. data collection methodology;
 3. target benchmarks used to determine success (i.e. quantifiable ways of measuring the impact of the project objectives);
 4. a plan to share evaluation results.
8. **Promotional Activities:** Describe how the target population, as well as library stakeholders and the library community at large, will be made aware of the improved library service.
 9. **Sustainability:** Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.

F. Federal LSTA Principal Purpose: Identify one principal purpose that the project most closely fits.

G. LSTA Goals for Michigan: Identify one goal that the project most closely works to achieve.

H. Performance Categories: Identify no more than three performance categories that most closely fit the project’s purpose. Rank your selections by marking them 1-3.

I. Service Descriptors: Identify no more than three service descriptors that most closely fit the project. Select no more than three secondary service descriptors for these selections if appropriate.

J. User Descriptors: Identify no more than three primary user descriptors. Select secondary descriptors for these selections if appropriate.

K. Project Objectives and Budget:

1. Briefly describe the objective(s) of the project. Include as many objectives as you wish. Use a separate page for each objective. Each objective should be measurable and specific.

2. Describe the activities that will achieve the stated objective and how they will be implemented. For example, identify types of programs to be provided or library materials to be purchased. Include a description of all activities listed in the project budget.

3. Budget for the Objective: Identify a budget category from the list below and provide supporting calculations. List each budget category under the section for the type of funds used (i.e. LSTA, Cash Match and/or In-Kind). Each expense must relate to the project activity.

Budget Category Definitions

a. Library Materials and Supplies: Materials and supplies necessary to carry out the grant project. Includes library materials such as books, and office items such as copy paper, letterhead, and postage. Subscriptions for no more than 12 months may extend beyond the grant period if ordered and paid for before the expenditure deadline.

b. Professional Services and Costs: Includes consultant fees, professional fees, and staff costs, other than those specifically related to another budget category. Includes travel, meals, and lodging when expended in direct support of project objectives not related to outreach, promotion, technology or training. Professional costs related to promotional activities and outreach, technology, or training should be designated in those budget categories.

c. Promotion and Outreach: All costs related to promotion of the project and outreach, including advertising, design fees, printing, publishing, and travel costs. Includes costs of promotional items to make the target population aware of the improved library service.

d. **Technology:** Costs of technology including hardware, software, supplies, Internet connection charges, and furnishings that are integral to the project. Also includes the costs for consultant fees, delivery, installation, and maintenance of hardware, software, and other technology-related expenses. Maintenance contracts for no more than 12 months may extend beyond the grant period, if ordered and paid for before the expenditure deadline.

e. **Training:** Includes project-related training costs such as wages, professional fees, administrative costs, preparation and printing of training materials and supplies. Includes travel, meals, and lodging when expended in direct support of project's training objectives.

f. **Miscellaneous:** Unusual or hard-to-classify items. Provide specific details for any expenses listed in this category.

g. **The following items are not eligible for reimbursement:** Some types of expenses are not allowable under federal rules, including:

- entertainment;
- food and beverages provided at meetings or open houses;
- advertising not directly related to the LSTA project;
- overhead and indirect costs;
- sales tax;
- lobbying;
- office and information technology equipment for general use;
- fringe benefits and overtime; and
- professional services under some circumstances.

This list is not comprehensive. If you have any questions about the allowability of a particular cost, contact the LSTA Team at the Library of Michigan before expending funds or refer to the Office of Management and Budget Circular A-133.

L. Summary Budget: List the total budget information from each project objective by budget category and funds type on this page. If no in-kind support is provided, enter a zero. For Total Project Cash Cost, add the LSTA and Cash Match Fund Totals. For Total Project Cost, add the LSTA, Cash Match and In-Kind Fund totals.

Projects are required to have a cash match totaling 20 percent of the Total Project Cash Cost. For example, if the Total Project Cash Cost equals \$20,000, the Cash Match must be \$4,000, and the LSTA Funds Requested would be \$16,000. The LSTA amount listed must be the same as the amount requested in section A. (Project Information).

M. CIPA Internet Safety Certification for Applicant Library: Under CIPA (Children's Internet Protection Act), the Library of Michigan must provide certain assurances to IMLS and the federal government. These assurances pertain to the use of LSTA funds for the purchase of computers used to access the Internet or for costs associated with direct access to

the Internet. See *Appendix D* for further information. All applying public, public elementary and public secondary school libraries, and consortia or group applicants must complete and sign the certification statement that concerns its particular library type.

Signatures must be original signatures; signature stamps and copies of signatures are not acceptable.

N. Board Resolution Statement of Assurances: Complete the form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA grant guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

Signatures must be original signatures; signature stamps and copies of signatures are not acceptable.

Review the “Checklist for Grant Application” on the first page of the grant application before sending in the completed application package.

Library of Michigan
FY 2007 LSTA Grant Program Handbook
GRANT APPLICATION

Checklist for Grant Application

Before sending the application to the Library of Michigan, please review this checklist to ensure that you have a completed project application.

- ☐ 1. Only one funding area is designated for a single project.
- ☐ 2. Requested amount is at or above the minimum for that funding area.
- ☐ 3. Application and attachments are legible.
- ☐ 4. Application font size is at least 12 point.
- ☐ 5. Proposal is printed on one side of the paper and pages are numbered consecutively.
- ☐ 6. One (1) paper original, six (6) paper copies and one (1) electronic copy of the proposal are submitted.
- ☐ 7. All of the required elements are included and complete:
 - ☐ Project Information
 - ☐ Applicant Information
 - ☐ Project Administration
 - ☐ Project Partners
 - ☐ Project Proposal:
 - ☐ Project Overview
 - ☐ Project Purpose(s):
 - ☐ Target Population's Need for Project
 - ☐ Project Methods and Activities
 - ☐ Timeline for Completion of Project
 - ☐ Project Objectives and Outcomes
 - ☐ Evaluation Plan
 - ☐ Promotional Activities
 - ☐ Sustainability
 - ☐ Federal LSTA Principal Purpose
 - ☐ LSTA Goals for Michigan
 - ☐ Performance Categories
 - ☐ Service Descriptors
 - ☐ User Descriptors
 - ☐ Project Objectives and Budget
 - ☐ Summary Budget
- ☐ 8. Proposal includes any additional documentation necessary to demonstrate the reported needs.
- ☐ 9. CIPA compliance statement is included and signed.
- ☐ 10. Board resolution statement of assurances is included and signed.
- ☐ 11. The Library of Michigan must **receive** your proposal **no later than** Jan. 31, 2007 by 5:00 PM.
- ☐ 12. **Signatures must be original signatures. Signature stamps and copies of signatures are not acceptable.**

**Library Services and Technology Act
FY 2007 GRANT APPLICATION FORM**

See page 22 for STEP-BY-STEP INSTRUCTIONS FOR GRANT APPLICATION.

Library of Michigan use only:

Application #: _____

Project #: _____

Award: _____

A. PROJECT INFORMATION

Funding Area: ☐ Collaboration and Partnership
☐ Engaging Youth

Project Title: _____

LSTA Funds Requested: \$ _____

Cash Match: \$ _____

Total Project Cash Cost: \$ _____

In-Kind: \$ _____

Total Project Cost: \$ _____

(Total Project Cost must equal LSTA Funds Requested plus additional funds listed. Projects require a 20 percent Cash Match, which must be 20 percent of the Total Project Cash Cost.)

B. APPLICANT INFORMATION

Applicant Library Name: _____

Type of Library: ☐ Public ☐ School ☐ Academic ☐ Special ☐ Multitype

URL: _____

Director: _____ Email: _____

Phone: _____ Fax: _____

Address: _____

Street/P.O. Box

City Zip Code County

Legislative District Information: (enter a single district representing the physical location of the above named library):

U.S. House of Representatives District: _____

MI Senate District: _____ MI House of Representatives District: _____

Eligibility Checklist: ☐ Have one or more paid library staff

(Check all that apply)

☐ Have a regular schedule of library service

☐ Have a dedicated facility for library purposes

☐ Have an annual budget with funds reserved for library materials and services

☐ Have a record of multitype library cooperation

☐ If a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.

Estimated Number of Persons Served by the Project: _____

*The original and six copies of the application must be RECEIVED at the
Library of Michigan no later than 5:00 pm on January 31, 2007.
Library of Michigan, Attn: LSTA Team, PO Box 30007, Lansing, MI 48909-7507*

Applicant Library Name: _____

C. PROJECT ADMINISTRATION

Fiscal Agency: _____ Fiscal Agency's Year End: _____

Fiscal Agent: _____
Name Title

Telephone Fax E-mail

Grant Administrator: _____
Name Title

Telephone Fax E-mail

Authorized Official: _____
Name Title

Telephone Fax E-mail

D. PROJECT PARTNERS

List all actively collaborating libraries or agencies. Add additional pages if necessary

Partner Institution: _____

Contact Person: _____ E-mail: _____

Phone: _____ Fax: _____

Address: _____
Street/P.O. Box City Zip Code

Partner Institution: _____

Contact Person: _____ E-mail: _____

Phone: _____ Fax: _____

Address: _____
Street/P.O. Box City Zip Code

Applicant Library Name: _____

E. PROJECT PROPOSAL (Use no more than 10 pages for this section.)

Each topic must be addressed. Use the headings below in the order listed in a separate document from this application. Please paginate as part of the application. Attach additional material, such as charts, statistics, letters of support, etc. as appendices.

Project Overview:

(Provide a brief overview of the project. Include an explanation of the local resources to be used to assist with the project, such as funding, outreach, or technical support. Describe the collaborative nature of the proposed project if appropriate.)

Project Purpose(s):

(Describe project goals. Answer the questions: what we do, for whom, to what end. Include how the project meets the goals of the Library Services and Technology Act in *Appendix C*, page 17, and the Library of Michigan *LSTA Five-Year Plan* goals on page 3.)

Target Population's Need for Project:

(Describe how the need for this project was determined. Provide statistical and demographic data. Describe the current level of service provided to the target population. If the project is technology-related, include a description of the current technology, technology-related needs and the long-term plan for technology. Describe the impact should the project **not** receive funding. Cite sources of all data used.)

Project Methods and Activities:

(List step-by-step details of the project. Include any collaborative activities and contributions of project partners, such as other libraries and/or community agencies.)

Timeline for Completion of Project:

(List each activity in a step-by-step chronology, including the evaluation process.)

Project Objectives and Outcomes:

(Describe the objective(s) and outcomes of the project, and clearly relate them to the identified needs and goals. These objectives also will be listed with their associated activities and budgets in section K of the application.)

Evaluation Plan:

(Describe plans for evaluation of the project. Include a.) what is to be measured, b.) data collection methodology, c.) target benchmarks to determine success (quantifiable ways of measuring the impact of the project objectives) and d.) a plan to share evaluation results. The outcome based evaluation (OBE) method is strongly encouraged. If not using OBE, please explain why.)

Promotional Activities:

(Describe how the target population will be made aware of the improved library service and how results will be shared with the library community.)

Sustainability:

(Describe the plans to continue the project beyond the grant period. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.)

Applicant Library Name: _____

F. FEDERAL LSTA PRINCIPAL PURPOSE

Check **one** purpose that applies most closely to the project:

- ☐ Library technology, connectivity and related services
- ☐ Services for lifelong learning and access to information
- ☐ Services to persons having difficulty using libraries

G. LSTA GOALS FOR MICHIGAN

Check **one** goal that the project most closely works to achieve:

- ☐ Goal 1: Provide all Michigan residents statewide access to the widest possible range of information, library resources and services to advance and enhance their lives as workers, students, citizens, family members, and lifelong learners.
- ☐ Goal 2: Increase equity of information access and library service by providing special assistance to areas of the state where library services are inadequate (underserved rural and urban communities), and to libraries that are working to provide service to persons having difficulty using a library.
- ☐ Goal 3: Foster innovation and technical improvements in information services by funding leading edge projects in libraries that meet and anticipate constantly changing needs for library services and information needs of Michigan's residents.

H. PERFORMANCE CATEGORIES

Established for IMLS' strategic plan, the six performance categories describe the strategic areas on which IMLS grant funds are focused.

Select no more than three categories; please rank with 1 being the best description.

- _____ Enhance a lifetime of learning opportunities (Focus on impacting educational outcomes for members of the community, including school-related educational activities for children.)
- _____ Provide access to information, resources and ideas (Focus on promoting public access to information and resources, as well as focusing on equity/parity issues such as improving access for targeted populations.)
- _____ Provide tools for the future (Focus on the development of infrastructure, Web sites, and technology training of library staff.)
- _____ Strengthen families and children (Focus on intergenerational, family-focused and children's programs, including extra-curricular enrichment programs for children.)
- _____ Strengthen communities (Focus on building links among different entities, providing regional collaboration.)
- _____ Sustain cultural heritage (Focus on preservation of artifacts of historical or cultural importance.)

Applicant Library Name: _____

I. SERVICE DESCRIPTORS

Select no more than three primary service descriptors that reflect the project activities and list no more than three appropriate secondary service descriptors.

- ☐ 1. Continuing education for the public
 - ☐ Distance education (includes Web-based training)
 - ☐ Lifelong learning
- ☐ 2. Cultural heritage programs
 - ☐ Local history
 - ☐ Preservation
- ☐ 3. Digitization and digital library projects
 - ☐ Digitization
 - ☐ Digital library projects
- ☐ 4. Economic development
 - ☐ Job and career services
 - ☐ Small business services
- ☐ 5. Education-related services for children and teens
 - ☐ After-school programs
 - ☐ Home schooling
 - ☐ Homework centers
 - ☐ Pre-school programs
 - ☐ Reading development
 - ☐ Reading readiness
 - ☐ Summer reading programs
- ☐ 6. Information access and services
 - ☐ Business information services
 - ☐ Collection development
 - ☐ Community information services
 - ☐ Database access
 - ☐ E-books
 - ☐ Government information services and archives
 - ☐ Health information services
 - ☐ Information and referral (I&R)
 - ☐ Local information
 - ☐ Reference services
 - ☐ Statewide database licensing
- ☐ 7. Institutional library services
 - ☐ Correctional libraries (e.g., jails and detention centers)
 - ☐ Hospital library services (includes-long term care facilities, mental health hospitals, VA hospitals)
 - ☐ Prison library services
- ☐ 8. Intergenerational programs
- ☐ 9. Interlibrary loan
 - ☐ Document and materials delivery
 - ☐ Resource sharing

Applicant Library Name: _____

I. SERVICE DESCRIPTORS (continued)

- ☐ 10. Library development
 - ☐ Community and user studies
 - ☐ Marketing and promotion of library services
 - ☐ Strategic planning
- ☐ 11. Literacy programs
 - ☐ Adult literacy
 - ☐ ESL programs
 - ☐ Family literacy
- ☐ 12. Mobile services
 - ☐ Bookmobile services
 - ☐ Cybermobiles
 - ☐ Daycare vans
- ☐ 13. Outreach services
 - ☐ Books-by-mail
 - ☐ Homebound services
 - ☐ Services to ethnic and cultural groups
 - ☐ Special needs services
- ☐ 14. Software and equipment
 - ☐ Adaptive technology
 - ☐ Computers and peripherals
- ☐ 15. Staff development, education and training
 - ☐ Customer services skills
 - ☐ Library science education and skills
 - ☐ Management skills
 - ☐ Technical skills
- ☐ 16. Technology infrastructure
 - ☐ Computer hardware and software
 - ☐ Integrated library systems
 - ☐ Intranets and extranets
 - ☐ LAN/WAN projects
 - ☐ Telecommunications and networking hardware and software
- ☐ 17. Training for the public
 - ☐ Computer training
 - ☐ Database training
 - ☐ Information literacy
 - ☐ Internet training
 - ☐ Technology training
- ☐ 18. Virtual library services
 - ☐ Portals and related Web projects
 - ☐ Virtual reference service
 - ☐ Virtual union catalog

Applicant Library Name: _____

J. USER DESCRIPTORS

Select no more than three primary user descriptors for the project.

Select secondary descriptors if appropriate, with no more than three for “people with special needs.”

- ☐ Adults
- ☐ Children
 - ☐ Disadvantaged children
- ☐ Institutionalized persons (includes people in correctional, hospital, and penal institutions)
- ☐ Library staff and volunteers
- ☐ Non/limited English speaking persons
- ☐ People with special needs (includes children)
 - ☐ Blind and visually impaired persons
 - ☐ Deaf and hearing-impaired persons
 - ☐ Developmentally disabled
 - ☐ Homebound persons
- ☐ Pre-school children
- ☐ Public library trustees
- ☐ Rural populations
- ☐ Senior citizens
- ☐ Statewide public
- ☐ Urban populations
- ☐ Young adults and teens

Applicant Library Name: _____

K. PROJECT OBJECTIVES and BUDGET:*List one objective per page. Reproduce this page as necessary.*

Objective # : _____

Objective:

Project Activities for the Objective:*Include partner activities if applicable.***Budget for this Objective:**

Budget Category	Explanation	Total Cost
LSTA FUNDS:	Provide supporting calculations, e. g., 1,000 brochures @ .03	\$
CASH MATCH:		\$
IN-KIND:	Hours of activity @ rate, etc.	\$

Total \$ _____

Applicant Library Name: _____

L. SUMMARY BUDGET

Budget Categories	LSTA	Cash Match	In-Kind	TOTAL Category Cost:
A. Library Materials and Supplies				
B. Professional Services and Costs				
C. Promotion and Outreach				
D. Technology				
E. Training				
F. Miscellaneous				
FUND TOTALS				

TOTAL PROJECT CASH COST

(Add LSTA & Cash Match Fund Totals)

TOTAL PROJECT COST

(Add LSTA, Cash Match, & In-Kind Fund Totals)

Applicant Library Name: _____

M. CIPA Internet Safety Certification for Applicant

PUBLIC LIBRARIES

Program Year 2007 Funds

As the duly authorized representative of the applicant library, I hereby certify that:
(*check only **one** of the following boxes*):

- ☐ A. The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- ☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Applicant Library Name: _____

M. CIPA Internet Safety Certification for Applicant (continued)

PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES

Program Year 2007 Funds

As the duly authorized representative of the applicant library, I hereby certify that:
(*check only **one** of the following boxes*):

☐ A. The applicant public elementary or secondary school library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

☐ B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Applicant Library Name: _____

M. CIPA Internet Safety Certification for Applicant (continued)

CONSORTIA OR OTHER GROUP APPLICANTS

Program Year 2007 Funds

As the duly authorized representative of the applicant consortium or group, I hereby certify that:

(check only **one** of the following boxes):

☐ A. Prior to using any LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public elementary school or secondary school library, the applicant consortium or group will collect and retain a duly completed Internet Safety Certification from every constituent public library or public elementary or secondary school library in accordance with requirements of the Library Services and Technology Act

☐ B. The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant consortium or group because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Applicant Library Name: _____

N. Board Resolution Statement of Assurances

This Statement of Assurances is entered into _____ [Date], by the _____ [Applicant Name], on behalf of the Library of Michigan (LM). The _____ [Applicant Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

** Note: Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

The duly authorized representative _____ [Representative Name], of the applicant named above, certifies that the _____ [Applicant Name]:

1. Has the authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application; and
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives; and
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain; and
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency; and
5. Will comply with the Intergovernmental Personnel Act of 1970, 42 U.S.C. §§ 4728-4763 relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration, 5 C.F.R. 900, Subpart F; and
6. Will comply with all federal statutes relating to nondiscrimination. Including but not limited to: (a) Title VI of the Civil Rights Act of 1964, 42 USC § 2000d *et seq.*, which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, and 1685-1686, which prohibits discrimination on the basis of sex; (c) § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, which prohibits discrimination on the basis of disabilities; (d) the Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107, which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972, P.L. 92-255, as amended, relating to nondiscrimination on the basis of drug abuse, (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912, 42 U.S.C. §§ 290 dd-3 and 290 ee-3, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968, 42 U.S.C. § 3601 *et seq.*, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination

Applicant Library Name: _____

- provisions in the specific statute(s) under which application for Federal assistance is being made; and
(j) the requirements of any other nondiscrimination statute(s) which may apply to the application; and
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 *et seq.*, which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases; and
 8. Will comply, as applicable, with the provisions of the Hatch Act, 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds; and
 9. Will comply, as applicable, with the provisions of the Davis- Bacon Act, 40 U.S.C. §§ 276a to 276a-7, the Copeland Act, 40 U.S.C. § 276c and 18 U.S.C. § 874, and the Contract Work Hours and Safety Standards Act, 40 U.S.C. §§ 327-333, regarding labor standards for federally assisted construction sub-agreements; and
 10. Will comply, as applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 U.S.C. §§ 4001 – 4129, which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more; and
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §§ 4321 – 4347, and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. § 1451 *et seq.*; (f) conformity of Federal actions to State (Clean Air) Implementation Plans under § 176(c) of the Clean Air Act of 1955, 42 U.S.C. § 7401 *et seq.*; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, 42 U.S.C. § 300f *et seq.*; and (h) protection of endangered species under the Endangered Species Act of 1973, 16 USC §§ 1531-1544; and
 12. Will comply with the Wild and Scenic Rivers Act of 1968, 16 U.S.C. §§ 1271 *et seq.*, related to protecting components or potential components of the national wild and scenic rivers system; and
 13. Will assist the awarding agency in assuring compliance with § 106 of the National Historic Preservation Act of 1966, 16 U.S.C. § 470, EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974, 16 U.S.C. § 469a-1 *et seq.*; and
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance; and
 15. Will comply with the Laboratory Animal Welfare Act of 1966, 7 U.S.C. 2131 *et seq.*, pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance; and
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act, 42 U.S.C. § 4801 *et seq.*, which prohibits the use of lead based paint in construction or rehabilitation of residence structures; and
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, the Single Audit Act Amendments of 1996, and OMB Circular A-133; and

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18. As required by EO 12549, Debarment and Suspension, and other responsibility matters, implemented at 45 C.F.R. Part 1185 the applicant certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; or in connection with a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) have within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application; and
19. As required by the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701 – 707, implemented under 45 CFR Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by: (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; (b) establishing an ongoing drug-free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction; (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant; (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted; (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.*; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency; (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f); and
20. As required by 31 U.S.C. § 1352, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies that to the best of his or her knowledge and belief that: (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement; (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or

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- employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Request Lobbying Activities," in accordance with its instructions; (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants, loans and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly; and
21. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt; and
 22. As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented under 45 CFR Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000 *et seq.*, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance; (b) § 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.*, which prohibits discrimination on the basis of disability in federally assisted programs; (c) Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-83, 1685-86, which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; (d) The Age Discrimination in Employment Act of 1975, 42 U.S.C. § 6101 *et seq.*, which prohibits discrimination on the basis of age in federally-assisted programs; and
 23. Will comply with all applicable requirements of all other federal laws, executive orders, regulations and policies governing this program, including all regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Institute of Museum and Library Services, and will ensure that LSTA funds will be used to supplement and not supplant local funds expended for library service purposes; and
 24. Declares that all information presented in this LSTA grant application is truthful to the best of the knowledge and belief of the undersigned. Proposals of applicants who knowingly present untruthful information will be rendered ineligible for funding.

The Applicant agrees that compliance with this Statement of Assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

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The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency. If one person holds more than one of the positions below, they must sign for each position. **All *four* signatures must be original signatures - signature stamps and copies of signatures will NOT be accepted.**

_____ Board Chairperson Name [Type]	_____ Signature	_____ Date
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_____ Authorized Official [Type]	_____ Signature	_____ Date
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_____ Grant Administrator Name [Type]	_____ Signature	_____ Date
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_____ Fiscal Agent Name [Type]	_____ Signature	_____ Date
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Library of Michigan FY 2007 LSTA Grant Program Handbook

GRANT TIMELINE

Applications Available

September 2006

Applications are available from the Library of Michigan or electronically from the Library of Michigan's Web site at <http://www.michigan.gov/lsta>.

Grant Writing Workshops

October 2006

Applications Due

January 31, 2007

Award Announcement Letters

April 2007

Grant Contracts Executed

May/June 2007

Grant Administration Workshops

June 2007

Interim Reports Due

First

October 31, 2007

Second

February 29, 2008

Project Revision Deadline

April 30, 2008

Expenditure Deadline

June 30, 2008

Reimbursement Request Deadline

July 31, 2008

Final Project Report Due

August 29, 2008